

CALL TO ORDER

The meeting was called to order by Chair Willey at 4:00 p.m.

REVIEW/ACTION ON THE AGENDA FOR THE WEDNESDAY, JANUARY 15, 2025, MEETING

Motion by Neihaus, second by Bonz to approve the agenda for the Wednesday January 15, 2025, meeting. The motion passed unanimously.

COMMENTS FROM THE PUBLIC ON AN ITEM THAT DID NOT APPEAR ON THE AGENDA

No discussion of this item due to zero members from the public online or at the meeting.

DISCUSSION ON THE EXECUTIVE DIRECTOR SEARCH

Mark Peterson from MGT addressed the board informing them that the job description went live today. Peterson stated the application deadline is February 14th. It will take about 2 weeks for his team to review all the applications and narrow it down to about 10 candidates to bring to the hiring committee. Peterson suggested doing phone interviews with those 10 candidates and then narrowing it down to about 3-6 candidates for in-person interviews. Peterson also suggested having the candidates do some sort of testing. The board agreed with Petersons timeline and suggestions.

REVIEW/ACTION ON MINUTES AND SECRETARIAL NOTES OF THE NOVEMBER 20, 2024 EXECUTIVE COMMITTEE MEETING

Motion by Bonz, second by Neihaus to approve the minutes and secretarial notes from the November 20, 2024 meeting. The motion passed unanimously.

REVIEW/RECOMMENDATION ON FINANCIAL STATUS REPORTS

Ravada referred board members to the Fiscal Year 2025 Statement of Net Position ending November, 2024 which lists a comparison from November 2023 to November 2024: Cash at \$425,862.84; Accounts Receivable at \$639,145.09; Prepaid Insurance at \$28,130.01; Land is at \$214,432.00; Building at \$698,529.04; Solar Panel System at \$79,332.38; and Property and Equipment at \$25,361.05. Total Assets are \$2,149,818.96. Total Liabilities are \$1,131,864.21 including Accounts Payable at \$51,815.73; and the Building Loan Payable at \$425,760.41. Net Position is \$1,017,954.75 and Total Liabilities and Net Position equals \$2,149,818.96.

The Statement of Revenue and Expenditures-Governmental Funds ending November 30, 2024 tracks the income and expenses of the budget for Fiscal Year 2025 with agency expenditures currently at 41.7% of the budget. The agency is over the projected year-to-date budget of \$20,791 at this time. Ravada noted professional services consultant, mileage reimbursement, and training expenditures. Ravada noted the KIB (Keep Iowa Beautiful) grant match and noted that ECIA paid 20,000 and received that money back.

The Accounts Receivable list as of January 13, 2025 totals \$198,840.40 with \$41,285.61 at 91 Days and Over. Ravada said some of the past due payments listed in the report can be a timing issue or a draw needs to be submitted.

Cash disbursements for November 1 – December 31, 2024 were sent to the board members earlier in the agenda packets. Ravada said the cash disbursements were normal and routine and noted disbursement to Runde Auto Group of \$14,95.00 for a new car purchased. Ravada stated this amount was after the trade in value for two cars that ECIA traded in for a new car.

Motion by Bonz, second by Wiese to recommend to the ECIA Council Board approval of the Financial Status Reports to the ECIA Council. The motion passed unanimously.

REVIEW/RECOMMENDATION ON CONTRACTS

Ravada reviewed contracts:

- a. Community Solutions of Eastern Iowa Continuum of Care Program (CDFA #14.267) grant agreement - \$254,556.00**

Ravada stated these funds are received annually from HUD.

- b. Amendment to the contract between ECIA and City of Maquoketa for East Façade Rehabilitation**

Ravada stated this contract is to accommodate a change in language.

- c. 7-County Lead and Healthy Home Program contract with HUD - \$5,750,000**

Ravada stated this is a four-year program

- d. 7-County Lead and Healthy Home Program Environmental Review**

- e. 2024 HUD LEAD Hazard Reduction Grant program subrecipient agreement between ECIA and the City of Clinton**

Ravada stated this contract is the second contract with the City of Clinton.

f. Amendment to the contract between ECIA and City of Maquoketa for Wastewater Treatment Facility

Ravada stated this contract is to accommodate a change in language.

g. Addendum to the contract between ECIA and HUD to accommodate Build America and Buy America requirements for the City of LaMott project

h. ECIA and RTA building weekly cleaning service contract with Sparkling Clean - \$1,300/month

Ravada stated the cleaning contract was up for renewal, therefore staff went out with RFP and Sparkling Clean received the contract.

Motion by Neihaus, second by Bonz to recommend to the ECIA Council Board approval of the contracts. The motion passed unanimously.

REVIEW/RECOMMEND ECIA EMPLOYEE CONFIDENTIALITY AGREEMENT

Ravada informed the board that the employee confidentiality agreement has been reviewed by ECIA lawyers and staff. Ravada stated that if the draft agreement in the packets is approved today, HR will send it to staff to be signed and put into staff folders.

Motion by Bonz, second by Neihaus to recommend to the ECIA Council Board approval of the ECIA employee confidentiality agreement. The motion passed unanimously.

REVIEW/RECOMMEND REQUEST FOR PROPOSAL FOR A CONSULTANT SELECTION PROCESS FOR ANNUAL AUDIT SERVICES

Ravada reminded the board that our previous auditors have retired and no longer will be auditing ECIA. Therefore, ECIA needs to send an RFP for a consultant selection process for audit services. Ravada mentioned that the RFP received by the board is similar to the one used five years ago. He also stated that the previous auditor, Mike Temp, reviewed the RFP to ensure it addressed all of ECIA's needs. Ravada stated that the goal is to have a new auditor by the end of March.

Motion by Bonz, second by Neihaus to recommend to the ECIA Council Board approval of the request for proposal for a consultant selection process for annual audit services. The motion passed unanimously.

REVIEW/RECOMMEND EXTENSION ON THE LINE OF CREDIT

Ravada stated this line of credit is for \$300,000.00 for two years. This line of credit is there for ECIA to use if there is a government shut down.

Motion by Bonz, second by Wiese to recommend to the ECIA Council Board approval of the extension on the line of credit. The motion passed unanimously.

OTHER BUSINESS

No other business at this time.

ADJOURNMENT

Motion by Niehaus, second by Bonz to adjourn the meeting. The motion passed unanimously. The meeting was adjourned at 4:41 p.m.

Respectfully submitted,

Chandra Ravada
Interim Executive Director
Secretary